

We are pleased to assist in the brokering of your portfolio. This form describes the auction process and serves to provide us all the information required to properly place your submission into one of our monthly auctions.

Your contact information will be used to create a username/password to your custom Member Dashboard where you'll be able to:

- a) review your auction submission before it goes live
- b) monitor the bidding as the auction progresses
- c) review accounting once the auction is closed

All new auction clients will have their payment method automatically set to have funds held on their PWCC Marketplace Account. Please log on to your Member Dashboard to change your default payment method to Check or bank transfer. If you have questions, please email [cs@pwccmarketplace.com](mailto:cs@pwccmarketplace.com).

**PLEASE PRINT  
THIS FORM AND  
INCLUDE IT WITH YOUR  
SUBMISSION.**

### PWCC Auction Client Information

ARE YOU A NEW AUCTION CLIENT?  yes  no

NAME\*  
*(first, last)*

STREET ADDRESS\*

CITY, STATE, ZIP\*

PHONE\*

EMAIL\*

USE SUBMISSION TO PAY FOR RECENT PURCHASE?  yes  no

EBAY USER ID

#### PWCC USE ONLY

Date  
processed:

Time  
processed:

Processed  
by:

CILOP  
invoice amount:

### Select which Premier PWCC Auction you are submitting to

- AUCTION #1 (Submission Deadline Dec 15 or 30\*)
- AUCTION #2 (Submission Deadline Jan 15 or 30\*)
- AUCTION #3 (Submission Deadline Feb 15 or 30\*)
- AUCTION #4 (Submission Deadline Mar 15 or 30\*)
- AUCTION #5 (Submission Deadline Apr 15 or 30\*)
- AUCTION #6 (Submission Deadline May 15 or 30\*)
- AUCTION #7 (Submission Deadline Jun 15 or 30\*)
- AUCTION #8 (Submission Deadline Jul 15 or 30\*)
- AUCTION #9 (Submission Deadline Aug 15 or 30\*)
- AUCTION #10 (Submission Deadline Sept 15 or 30\*)
- AUCTION #11 (Submission Deadline Oct 15 or 30\*)
- AUCTION #12 (Submission Deadline Nov 15 or 30\*)

\* There are two submission deadlines. Submissions received before the 15th of the month will be included in the main part of the Auction (except in rare cases of duplication). Submissions of single-graded cards can be submitted until the 30th of the month; while every effort will be made to include in the main Auction, they but may be included in Round 2. Raw cards and group lots received after the 15th of the month will be included in the next auction.

**PWCC Auction Fees** *Last edited: 4/1/2016*

All submitted items are charged an individual auction fee consistent with that single item's category and value. Items which require more labor to list at auction (i.e. Multi-Item Group Lots and Memorabilia) are charged higher fees than Individual Graded Cards.

The fees below include all fees associated with the auction process (eBay, PayPal, shipping, etc.). As such, the auction client will receive an amount exactly equal to the auction's closing price, less the stated fee.

Individual Graded Cards <sup>2</sup> <i>(PSA, SGC, BVG, BGS, GAI)</i>		Individual Ungraded Cards <sup>3</sup> & Unopened Wax <sup>4</sup>		Multi-Item Group Lots <sup>5</sup> & Memorabilia <sup>6</sup>	
AUCTION SALE PRICE	FEE	AUCTION SALE PRICE	FEE	AUCTION SALE PRICE	FEE
<i>(Minimum \$20 Auction Value Required)</i>		<i>(Minimum \$50 Auction Value Required)</i>		<i>(Minimum \$100 Auction Value Required)</i>	
Less than \$50	\$5 + 10%	Less than \$100	\$10 + 10%	Less than \$200	\$20 + 10%
\$50 - \$200	15%	\$100 - \$200	20%	\$200 - \$500	20%
\$200 - \$1,000	13.5%	\$200 - \$500	17.5%	\$500 - \$1,000	17.5%
\$1,000 - \$2,000	12%	\$500 - \$2,000	15%	\$1,000 - \$2,000	15%
\$2,000 - \$3,000	11%	\$2,000 - \$5,000	12.5%	\$2,000 - \$5,000	12.5%
\$3,000 - \$4,000	10%	\$5,000 - up	10%	\$5,000 - up	10%
\$4,000 - \$5,000	9%				
\$5,000 - up	8%				

Notes:

- All items should be shipped to PWCC free of stickers, sleeves, and team bags. This is to ensure that items are processed efficiently and listed on schedule.
- Volume discounts available for **Individual Graded Card** submissions over 250 and over 500 cards. Discounts are described online. Note that PWCC may group items together into group lots if individual items don't meet the minimum values. Volume discounts are assessed based on lot count; items grouped into a lot are counted as one lot. Graded packs, tickets, and other slabbed items (i.e. cut autographs) are treated like Individual Graded Cards.
- Raw cards include those items graded by companies other than PSA, SGC, BVG, BGS, or GAI. Items graded by KSA, BCCG, and others are treated as Individual Ungraded Cards.
- Unopened wax must be authenticated by a reputable 3rd party or factory sealed by the manufacturer. Note: PWCC has preferential pricing and handling times aligned with BBCE. Please ask us for assistance.
- All Multi-Item Group Lots & Memorabilia must be approved by PWCC prior to shipment.** Please send an email to [cs@pwccmarketplace.com](mailto:cs@pwccmarketplace.com) to get approval as well as to obtain preparation instructions that will ensure items are received in a condition suitable for auction. Group lots and other items that require additional preparation by PWCC staff may be subjected to a \$50/hr fee.
- Memorabilia and misc signed items must be authenticated by a reputable 3rd party such as PSA/DNA, JSA, UDA, Steiner, or similar.

## Packing List

### Packing & Shipping

Place submitted items into an appropriate box and be sure to keep items away from box corners (2" of padding between your collectible and the box corner is ideal).

Double boxing is never a bad idea, though a larger box may increase shipping costs. If you're shipping graded cards, be sure to stack graded cards tightly and secure them. Make sure ungraded (raw) cards are properly protected and sealed in Card Saver 1 or similar holders. For sets and group lots, ensure cards in binder pages are removed from the binder and secured tightly with plastic wrap to prevent shifting in transit. Never ship items in a binder as binders often spring open in shipping and cause damage the cards.

#### SHIPPING ADDRESS

PWCC Marketplace  
7560 SW Durham Road  
Tigard, OR 97224

We can accept submissions shipped via any standard courier or through in-person drop-off. We especially like USPS Express, USPS Priority w/ Certified, USPS Registered mail, UPS Ground, and FedEx. Determining the best courier depends on the size and value of the consignment. Timeline may also influence the shipping selection if the consignment deadline is quickly approaching. **Regardless of which courier you choose, ALWAYS send a package with a tracking number and required signature upon delivery.** Do not hesitate to contact us for shipping recommendations.

### Note

**Multi-Item Group Lots & Memorabilia must be approved with the auction house before shipping\***. Please send an email to [cs@pwccmarketplace.com](mailto:cs@pwccmarketplace.com) for approval and to obtain preparation instructions that ensure items are received in a condition suitable for auctioning. Any group lots which are received in a disorganized fashion may be subjected to a \$50/hr fee while PWCC employees prep the submission.

## Briefly list the contents of the submission

*(feel free to staple a separate packing list to this form)*

#### SINGLE GRADED CARDS, RAW CARDS, UNOPENED WAX, MEMORABILIA:

.....  
.....  
.....  
.....

#### \*GROUP LOTS - PLEASE DESCRIBE BRIEFLY:

.....  
.....  
.....  
.....

## Auction Procedure Checklist

- Assemble items to be sold at auction.
- Get approval from PWCC for all Multi-Item Group Lots & Memorabilia items.
- Print this form. Fill out the packing list section or attach separate sheet to this form.
- Place this form in box with submission and ship via preferred courier.
- Send an email with courier tracking to **cs@pwccmarketplace.com**.
- PWCC will confirm via email when the package arrives at our address. This email serves as a digital record of your submission, which is needed for insurance purposes. If you're a new auction client, the contact information on the front page of this form will be used to establish your account.
- Check the Member Dashboard on our website to view your listings a few days before the auction begins. The Member Dashboard will also be updated after the auction closes with the results and the proceeds owed.
- PWCC will issue your auction proceeds approximately 7-10 days after the entire auction has closed. Cash advances can also be issued upon request prior to final auction proceed payout.

We look forward to working with you! Contact us with any questions:



Brent Huigens

**cs@pwccmarketplace.com**

7560 SW Durham Rd.

Tigard, OR 97224

eBay ID: pwcc\_auctions

www.pwccmarketplace.com

(833) 333-PWCC (7922)

#### Legal Terms and Release of Liability

By sending in this submission form or any item(s) for auction, you agree as follows:

1. You have legal ownership and full rights and authority to sell the item(s) you are submitting.
2. You confirm that the item(s) have been removed from any registries, including the PSA Set Registry.
3. All statements you have made, including regarding the character, quantity, features, condition, authenticity, and history of the item(s) are accurate.
4. Once the item(s) is listed in the Member Dashboard you have a minimum of 24 hours to review the listing for accuracy prior to the auction launch, after which the review period closes. Once the review period is closed, you waive any right to object to the auction listing for your item(s)
5. PWCC has the exclusive right to sell the item(s) in the auction you specify or PWCC may elect, in its discretion, to list the item(s) in any other auction or remove the item(s) from an ongoing auction, with the goals of maximizing the sale price and ensuring the trust in the sale;
6. While the majority of transactions are completed, on very rare occasions, the buyer fails to remit payment. Should an item you submit go unpaid by the buyer, PWCC will relist in an upcoming auction. PWCC will not return items that go unpaid to the auction client.
7. You recognize that it is impossible for PWCC to accurately predict the ability to sell, selling price, or time of sale for any item(s);
8. YOU WILL INDEMNIFY, DEFEND, AND HOLD HARMLESS PWCC FROM AND AGAINST ANY AND ALL LOSS, DAMAGE, EXPENSE OR LIABILITY (INCLUDING WITHOUT LIMITATION COURT COSTS AND ATTORNEY FEES) ARISING OUT OF OR RELATED TO YOUR SUBMISSION TO PWCC;
9. If any dispute arises between us, you agree that it will be resolved according to Oregon law (without regard to conflicts of law principles) and that it will be resolved in the state or federal courts located in Portland, Oregon.